



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Education &
Early Development

Division of Libraries, Archives & Museums
Alaska State Historical Records Advisory Board

<http://archives.state.ak.us/ashrab/ashrab.html>

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Membership

Dean Dawson, Coordinator
Laura Samuelson, Nome
Dennis Moser, Fairbanks
Bruce Parham, Anchorage
Toby Allen, Anchorage

Judith Bittner/Jo Antonson, Anchorage
Richard Valenti, Fairbanks
Zachary Jones, Juneau
LaRue Barnes, Cordova
Susan Means, Anchorage

Alaska State Historical Records Advisory Board Meeting Minutes

Meeting Date:	February 18, 2014
Meeting Location:	Teleconference
Minutes Recorded by:	Dean Dawson, State Archivist
Roll Call:	<p>Present at the Meeting:</p> <p>Jo Antonson & Judy Bittner, Office of History & Archaeology Dean Dawson, Alaska State Archives Zach Jones, Sealaska Heritage Institute Toby Allen, Municipality of Anchorage Dennis Moser, UAF LaRue Barnes, Cordova Richard Valenti, Fairbanks Laura Samuelson, Nome Bruce Parham, Anchorage Susan Means, Anchorage</p> <p>Others Present:</p> <p>Larry Hibpshman, Alaska State Archives</p>

I. Current Business.

The meeting began at 11:00 AM. Roll call was conducted. Dennis, Laura and Judy arrived late but everyone was present; Larry Hibpshman from the State Archives was also in attendance. Rich motioned and Bruce seconded that the November 26, 2013 minutes be approved. There was full consensus to approve the minutes, which will be posted on the ASHRAB website.

A. Senior Consulting Archivists Program.

Dean mentioned that after extending the *Senior Consulting Archivist Program* to small archives we received an additional five applications from the following small archives:

- Pioneer Air Museum Archives (Fairbanks)
- Organized Village of Kake (OVK)
- Alaska Aviation Museum (Anchorage)
- City of Fairbanks
- Palmer Historical Society/Colony House Museum

The Board conducted a review of each application and then discussed strengths and weaknesses during the teleconference. Some of the questions that arose concerned the ability to carry out the visiting archivist's recommendations after the visit, staffing levels, extent of archival holdings, types of textual and non-textual records held by the repository, preservation needs, and where the archives 'program fits into the repository's mission (archives v. museum program).

Discussion followed on the applications as indicated.

Pioneer Air Museum. There was no discussion on this application.

Organized Village of Kake. Dean stated that the application was somewhat "thin" and Zach noted that the narrative indeed was brief. Bruce questioned whether Kake would be able to have an ongoing archives after the visit, whether it would be a going concern. Zach interjected that he has worked with them for a couple of years and said that they struggle with stability. The OVK was established in 2006 and operates on soft funding, in that they procure grants to bring in consultants. There is one potential volunteer to assist with the project. Jo questioned what this program will do in addition to what Zach has already done. Zach thought that hands-on work and training along with development of policies could assist in sustainability. He mentioned that there were cannery and other historical records and that the OVK permits the public and schools to use their records. Getting further professional assistance would improve their collections. Jo felt that there was not a clear indication of that in the application. There are some confidential/restricted records, most of which are health related/HIPPA records. Bruce asked, "What is the size of their archives?" Zach mentioned that there are about 600 boxes of operational records and approximately 1000 recordings in multiple languages, various tribal government records and other humanities oriented historical records of the community. LaRue, Toby, Bruce, and Zach said that this application still merited approval.

Alaska Aviation Museum. This museum is located in Anchorage. Susan was concerned that the application was not focused on archival materials and that there wasn't a clear understanding as to what this grant was about. Dennis said the application was more museum oriented. No indication of the size of the collection either. Might be worth a phone call. Jo said it looked like a photo and moving picture project. Susan wasn't sure it was a good fit for our *Program*, but perhaps at a later date. Bruce agreed that they need more in their application--cubic footage of the collection would be nice. Toby said they are reaching out for help; they want to know what to do. Susan and Bruce said that they have visited the museum and that it is wonderful with the main theme being photographs. Zach weighed in that museums often need an archivist to assist them. A simple

conversation to clarify might help. Bruce wondered whether they had a collection list. Dean said he could contact the museum for additional information and maybe they could beef up their application and he'd pass an updated application to the board.

City of Fairbanks. Jo said that the city of Fairbanks has been looking for a solution for several years and was pleased that they are pursuing this project. Dennis said UAF is working with the City on a scanning project and was glad they applied for this. Susan thought that in 1903 Fairbanks definitely was "small" and wondered if this project could be a model for other communities to follow. Bruce agreed that the City had problems with their records over 30 years ago. He perceived this as a clear opportunity and was glad to see the application also. Toby liked the idea of Fairbanks being a "model" that others could use. Jo said there was a similarity with the Kake application. Rich said projects often come down to funding and that an archivist's report would be valuable to get the job done. A success story might play real well with other municipalities after word about Fairbanks' success got out.

Palmer Historical Society/Colony House Museum. Jo said that they would benefit from a helpful report, as she has visited this museum. She felt establishing some procedures and having adequate follow up would be a benefit. Toby said it is museum oriented but if people are applying they know they have a need. He liked the idea of helping them even though he was aware that their application was thin on the archives' side. Dennis said that their five year goals didn't really state what their archives "are" and that the application is museum oriented. Judy said they have a lot of papers from the colonists and that it is a house museum, a small operation. Susan said there was a similarity with the Kake application also and our helping their staff understand the difference between archives and museums would be beneficial. Assisting with policy and procedure development would be a milestone.

Zach motioned to approve the following four applications: Kake, Pioneer Museum, City of Fairbanks, and Palmer; and, that Dean should contact the Aviation museum for further content and answers. Toby seconded the motion. There was full consensus for the motion.

The Alutiiq Museum's application had already been approved via email.

Bruce, Arlene Schmuland, Zach, Dennis and the Alaska State Archives have agreed to be the consulting archivists. The ASHRAB determined that an application from the Wrangell Cooperative was not records oriented and Board members asked Dean to tell them they were not chosen.

B. Logo Development Status.

Dennis said he thought we had wrapped this up, but Dean said he thought we were waiting to decide upon a final. Zach said he couldn't recall that we had approved a logo. Toby read from the latest email regarding the matter and we were close, but had not completed it. The Board agreed to complete, adopt, and approve the logo in our face-to-face May meeting. Dean asked Dennis about procuring a meeting room for the May 14 training and May 15 meeting. Dennis will book these facilities on the UAF campus. Dean mentioned that he, Zach and Dennis have agreed to be trainers and asked for other volunteers.

C. Letter to Governor & Legislature.

Members addressed the drafting of a letter to the Governor and legislators supporting the new Statewide Library Archives Museum (SLAM) project. Dean mentioned that he had provided everyone with a sample advocacy letter generated and disseminated by the Alaska Historical Society; and, that he had linked the letter ASHRAB sent to Governor Parnell in 2011. With considerable arm-twisting Toby volunteered to be the ASHRAB Chair-person Pro Tem to author this letter. Bruce mentioned that he has been involved in similar advocacy work with the Cook Inlet Historical Society and would be happy to assist and will email relevant material to Toby. Dean mentioned that he and Judy, due to conflict of interest issues, will be unable to originate/sign this letter and must recuse themselves.

D. Board member updates.

No Board member updates were provided at this meeting.

II. New/Other Business.

There was no new business.

III. Next Meeting Date, Time & Location.

Next meeting date was not set but Dean will advise. The meeting concluded at noon.